New Jersey Department of Education



Title I Schoolwide Plan Online Application

User's Manual

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Overview

Welcome to the New Jersey Department of Education (the Department) electronic, Title I Schoolwide Plan Application Management System.

34 CFR 200.25

"[t]he purpose of a schoolwide program is to improve academic achievement throughout a school so that all students, particularly the lowest-achieving students, demonstrate proficiency related to the State's academic standards..."

Schools authorized by the Department to operate Title I, Part A schoolwide programs must submit a Title I, Part A Schoolwide Plan (a comprehensive plan) on an annual basis. The submitted schoolwide plan serves as the school's roadmap to demonstrate how the school will improve the academic achievement of the lowest-performing students while upgrading the educational program of the entire school. A Title I, Part A schoolwide program shall include the following three components:

- Comprehensive Needs Assessment
- Schoolwide Plan (comprehensive plan)
- Evaluation (annually)

This User's Manual provides information specific to the completion and submission of the Title I, Part A Schoolwide Plan Application. For questions concerning the completion of a Title I Schoolwide Plan, users are instructed to e-mail the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us. Questions concerning logins and/or access to the Title I Schoolwide Plan Application Management System on the NJDOE Homeroom should be directed to the NJDOE Information Technology Help Desk at: doeit@state.nj.us.

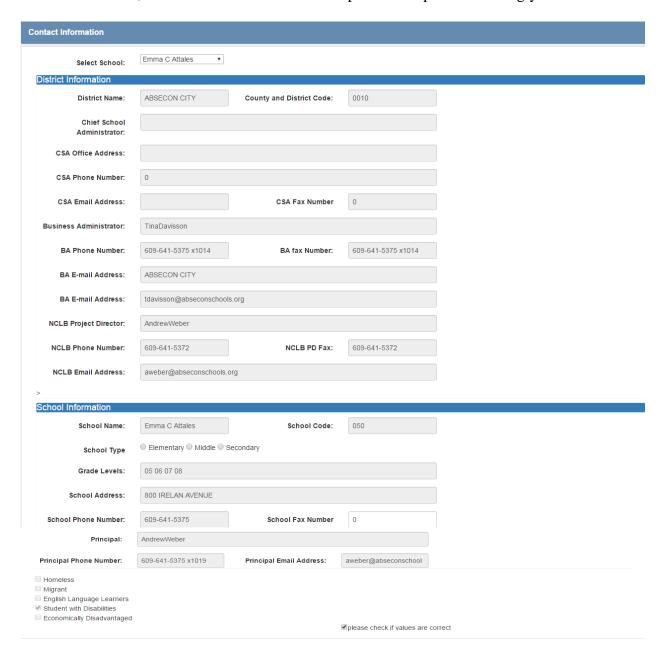
GETTING STARTED

The following information describes the basic structure of the online, Title I, Part A Schoolwide Plan Application.

Please note: Three links are found at the top of each panel screen: 'Quick Start,' 'User's Manual,' and 'Glossary.' Click each link to open corresponding PDF files. These documents assist the user in the completion and submission of the school's Title I, Part A Schoolwide Plan Application. **Adobe Acrobat Reader** is necessary in order to view this on-line documentation.

Contact Information

The information listed on the Contact Information screen is pre-populated from the County-District-School Code (CDS) file maintained by the Department. If any of this pre-populated information is incorrect, the user **must make the necessary changes in the district's CDS file maintained on the NJDOE Homeroom at:** http://homeroom.state.nj.us/. Upon saving the corrected information in the district's CDS file, the Contact Information screen panel will update accordingly.



Since information from the Department may need to be communicated to the Title I Schoolwide school and/or district during the review of the school's Title I Schoolwide Plan, it is extremely important to update **ALL** e-mail addresses, telephone numbers, and fax numbers whenever necessary. If this contact information is not updated, any e-mails generated by the Department may go unprocessed (i.e., received and read) by the Title I Schoolwide school and/or district addressee(s). As a result, the addressee(s) may not realize further action is necessary in order for Department staff to continue with the review of the school's Title I Schoolwide Plan.

To complete information on the Contact Information screen, please follow the steps below:

- 1. From the drop-down list, select the applicable school name.
- 2. Review all **District Information and School Information** cells in which data is pre-populated to ensure the accuracy of the displayed information. If any information must be modified, the user must make these changes in the district's CDS file on the NJDOE Homeroom at: http://homeroom.state.nj.us/. **Upon saving the corrected information in the district's CDS file, the Contact Information panel screen will update accordingly**.
- 3. At the bottom of the panel screen, a list of subgroups is displayed with checkboxes. Place a checkmark next to the subgroup(s) for which services, activities, programs, interventions, and/or strategies will be outlined in the school's Title I Schoolwide Plan and implemented as articulated in that plan. The subgroups for which checkmarks may be entered include the following:
 - a. Homeless Students
 - b. Migrant Students
 - c. English Language Learners
 - d. Students with Disabilities
 - e. Economically Disadvantaged Students
- 4. Place a checkmark in the checkbox marked 'If the District and School Information is correct,' in order to continue to the 'Critical Overview Elements' panel screen.
- 5. When no further data corrections and/or entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user on the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Questions related to the CDS file should be directed to the CDS Help Desk at: cdshelp@doe.state.nj.us.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

Comprehensive Needs Assessment

ESEA §1114(b)(1)(A): "A comprehensive needs assessment of the entire school [including taking into account the needs of migratory children as defined in §1309(2)] that is based on information, which includes the achievement of children in relation to the State academic content standards and the State student academic achievement standards described in §1111(b)(1)."

Comprehensive Needs Assessment

All Title I schoolwide schools must conduct a Comprehensive Needs Assessment to determine the school's needs and set priorities for future action. The purpose of the Comprehensive Needs Assessment includes, but is not limited to:

- Examining multiple data sources to identify priority academic needs and direction for the school;
- Collecting and analyzing data related to student achievement;
- Identifying strengths and challenges in key areas that impact student achievement; and
- Specifying Priority Problems to be address students' academic achievement in meeting challenging state academic standards in the Title I, Part A Schoolwide Plans for the applicable schools.

The following twelve (12) questions must be taken into account as the Stakeholder/Schoolwide Committee completes the Comprehensive Needs Assessment process:

- 1. What process did the school use to conduct its Comprehensive Needs Assessment?
- 2. What process did the school use to collect and complie data for student subgroups?
- 3. How does the school ensure that the data used in the Comprehensive Needs Assessment process are valid (measures what it is designed to measure) and reliable (yields consistent results)?
- 4. What did the data analysis reveal regarding classroom instruction?
- 5. What did the data analysis reveal regarding professional develoment implemented in the previous year(s)?
- 6. How does the school identify educationally at-risk students in a timely manner?
- 7. How does the school provide effective interventions for educationally at-risk students?
- 8. How does the school address the needs of migrant students?
- 9. How does the school address the needs of homeless students?
- 10. How does the school engage its teachers in decisions regarding the use of academic assessments to provide information on and improve the instructional program?
- 11. How does the school help students transition from preschool to kindergarten, elementary to middle school, and/or middle to high school?
- 12. How did the school select the priority problems and root causes for the current schoolwide plan?

Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of each Comprehensive Needs Assessment panel screen:

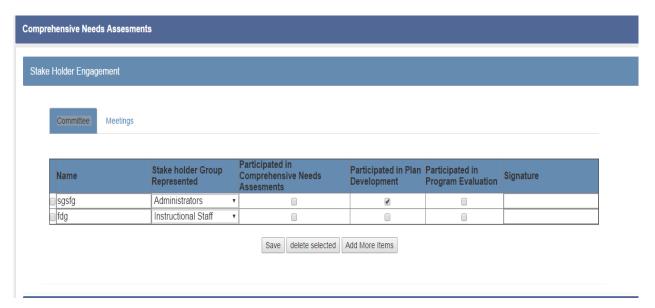
- Stakeholder Engagement;
- Data Collection Analysis; and
- Priority Problems and Interventions.

For assistance in completing the Title I, Part A Schoolwide Application, please contact the Schoolwide Help Desk at: swp.help@doe.state.nj.us.

Stakeholder Engagement – Committee Composition:

ESEA §1114(b)(2)(B)(ii) stipulates, "The comprehensive plan shall be ... developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, and administrators (including administrators of programs described in other parts of this title), and, if appropriate, pupil services personnel, technical assistance providers, school staff, and, if the plan relates to a secondary school, students from such school."

The Stakeholder/Schoolwide Committee organizes and oversees the Comprehensive Needs Assessment process; leads the development of the schoolwide plan; and conducts or oversees the program's annual evaluation. Stakeholder/Schoolwide Committee meetings should be held at least quarterly throughout the school year.



To enter data in this screen panel, please follow the below listed steps for each person serving on the Stakeholder Engagement Committee (The 'Committee' link is the default on this panel screen):

- 1. Enter the name of the individual under the column labeled 'Name.'
- 2. Select the represented stakeholder group for this person from the drop-down list under the column labeled 'Stakeholder Group Represented.' Please Note: Each committee member can represent only ONE stakeholder group.
- 3. Place a checkmark in the checkbox under the column labeled 'Participated in Comprehensive Needs Assessment,' if the named individual participated in this process.
- 4. Place a checkmark in the checkbox under the column labeled 'Participated in Plan Development,' if the named individual participated in this process.
- 5. Place a checkmark in the checkbox under the column labeled 'Participated in Program Evaluation,' if the named individual participated in this process.
- 6. Click the 'Save' button.
- 7. Repeat Steps 1 through 5 for each individual who serves on the Stakeholder Engagement Committee.
- 8. When all entries are completed, click the 'Finish' button. If any Validation messages appear on the screen, make the appropriate corrections and click the 'Finish' button.

Upon completion of all Stakeholder Engagement Committee information, click the 'Meetings' link.

Stakeholder/Schoolwide Committee Meetings:

In order to demonstrate that the Stakeholder/Schoolwide Committee met regularly to oversee the Comprehensive Needs Assessment process, lead the development of the schoolwide plan, and conduct or oversee the program's annual evaluation, the user must upload all associated documentation (i.e., invitational flyers/memos/e-mails; meeting agenda; meeting minutes; and meeting sign-in sheets). A copy of the Stakeholder list, with all apprpriate signatures, must be uploaded to the Title I Schoolwide Plan Application under the 'Meetings' link.



To include the required information on this panel screen, please follow the steps below:

- 1. Click the Quarter 1 button
 - a. Click the 'Choose file' button for Meeting Minutes;
 - b. Select the associated file(s) from the User's Browser;
 - c. Click the Upload All button;
 - d. Click the 'Choose file' button for Memos/Invitation flyers;'
 - e. Select the associated file(s) from the User's Browser;
 - f. Click the Upload All button;
 - g. Click the 'Choose file' button for Agenda;

- h. Select the associated file(s) from the User's Browser;
- i. Click the Upload All button;
- j. Click the 'Choose file' button for Sign-In Sheets;
- k. Select the associated file(s) from the User's Browser; and
- 1. Click the Upload All button.
- 2. Click the Quarter 2 button
 - a. Repeat Steps 1(a) through 1(l) for this Quarter.
- 3. Click the Quarter 3 button
 - a. Repeat Steps 1(a) through 1(l) for this Quarter.
- 4. Click the Quarter 4 button
 - a. Repeat Steps 1(a) through 1(l) for this Quarter.
- 5. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

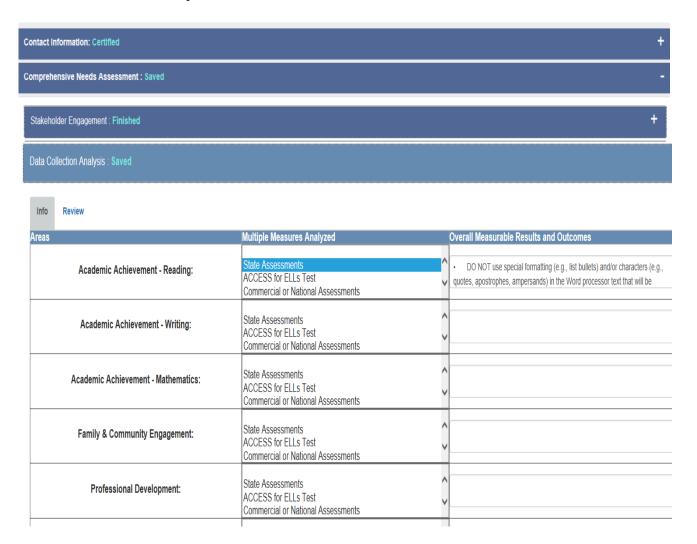
Please Note: The date(s) of the meeting(s) held during each Quarter must be included on all documentation.

A copy of the Stakeholder/Schoolwide Committee list with signatures must be uploaded under the 'Sign-In Sheets' section of this panel screen.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

For assistance with logins and/or access to the Title I Schoolwide Plan Application Management System, contact the NJDOE Information Technology Help Desk at: doeit@doe.state.nj.us.

Data Collection Analysis:



In order to enter the required information for each applicable category listed under the column labeled 'Areas,' please follow the below listed steps:

- 1. From the drop-down list under the column labeled 'Multiple Measures Analyzed,' select the measure(s) used for analysis for each applicable category listed under the column labeled 'Areas.' For each row under the column marked 'Areas,' follow the below listed step:
 - a. Select **ALL** appropriate 'Multiple Measures Analyzed.' To select more than one 'Multiple Measures Analyzed,' click and hold the Control (CTRL) key on the computer keyboard while simultaneously clicking the mouse button (Select), so that more than one item will be selected in a displayed list.
- 2. In the column labeled 'Overall Measurable Results and Outcomes,' enter quantitative and qualitative information to describe the overall measurable results and outcomes for each applicable category listed under the column labeled 'Areas.'
- 3. Click the 'Save' button.

4. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, then click the 'Finish' button.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

Priority Problems and Interventions:



Based upon the school's Comprehensive Needs Assessment process, select at least three (3) Priority

Problems that will be addressed in the school's 'Current Year' (2017-2018) Title I Schoolwide Plan. In order to enter the required information on this panel screen, please follow the below listed steps:

- 1. Enter the name of each Priority Problem;
- 2. Enter specific information to describe each Priority Problem using at least two data sources;
- 3. Enter specific information to describe the root causes of each selected Priority Problem;
- 4. Enter the specific subgroups or populations addressed for each selected Priority Problem;
- 5. Enter specific information on the related content area that was missed for each Priority Problem;
- 6. Enter the name of the scientifically research based intervention that will be utilized to address each of the selected Priority Problems;
- 7. Enter specific information to answer how the identified intervention aligns with the Common Core State Standards (CCSS) for each selected Priority Problem.
- 8. Click the 'Save' button.
- 9. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, then click the 'Finish' button.

Repeat Steps 1 through 9 above for each of the named priority problems (3 or 4) in the school's Title I Schoolwide Plan.

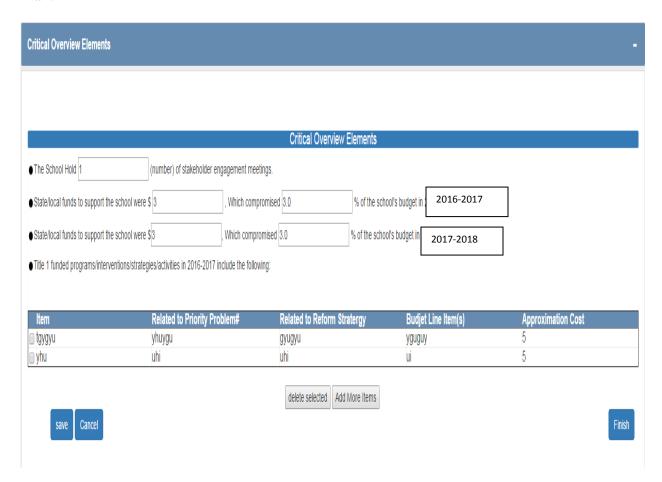
For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

Critical Overview Elements

ESEA §1120 A(b)(1)(2): Fiscal Requirements: Federal Funds to Supplement, not Supplant, Non-Federal Funds

"In General – An local educational agency (LEA) shall use Federal funds received under Title I, Part A only to supplement the funds that would, in the absence of such Federal funds, be made available from non-Federal sources for the education of pupils participating in programs assisted under this part, and not to supplant such funds."

The information entered on the Critical Overview Elements panel screen pertains primarily to fiscal information for both federal and non-federal funds used to support the school's Title I Schoolwide Plan.



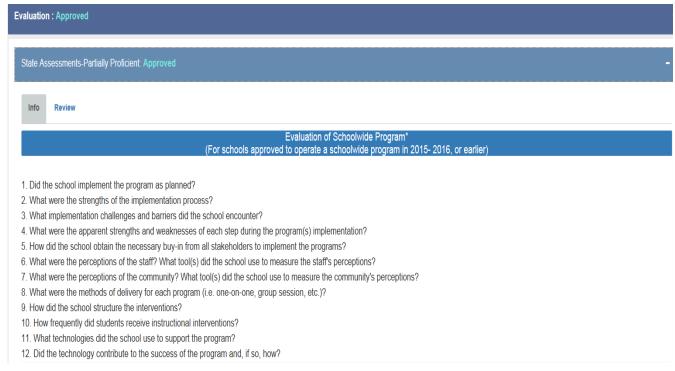
To enter data in the **Critical Overview Elements** screen, please follow the below listed steps:

1. Enter the number of stakeholder engagement meetings held during the completion of the school's Title I Schoolwide Plan.

- 2. Enter the exact amount of State/local funds used to support the school during the 'Prior School Year' (2016-2017).
 - a. Enter the percentage of the school's 'Prior School Year' (2016-2017) budget that is represented by this amount.
- 3. Enter the exact amount of State/local funds used to support the school during the 'Current School Year' (2017-2018).
 - a. Enter the percentage of the school's 'Current School Year' (2017-2018) budget that is represented by this amount.
- 4. Enter the Item, Related Priority Problem Number, Related Reform Strategy, Budget Line Item(s), and Approximate Cost for the Title I funded program, intervention, strategy, and/or activity included in the school's 2017-2018 Title I Schoolwide Plan (Current School Year).
 - a. Repeat entries for Step 4, as needed.
- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Evaluation

24 CFR §200.26(c): Core Elements of a Schoolwide Program [Evaluation]. A school operating a schoolwide program must - (1) Annually evaluate the implementation of, and results achieved by, the schoolwide program using data from the State's annual assessments and other indicators of academic achievement; (2) Determine whether the schoolwide program has been effective in increasing the achievement of students in meeting the State's academic standards, particularly for those students who had been furthest from achieving the standards; and (3) Revise the plan, as necessary, based on the results of the evaluation, to ensure continuous improvement of students in the schoolwide program.



All Title I schoolwide schools must conduct an annual evaluation to determine whether the programs in the prior year's schoolwide plans achieved the planned outcomes and contributed to student achievement. The implementation and outcomes of these schoolwide programs must be taken into account when completing the schoolwide program for the subsequent school year.

The following twelve (12) questions must be considered as the Stakeholder/Schoolwide Committee evaluates the school's 'Prior School Year' (2016-2017) Title I Schoolwide Plan.

- 1. Did the school implement the schoolwide program(s) as planned?
- 2. What were the strengths of the implementation process?
- 3. What implementation challenges and barriers did the school encounter?
- 4. What were the apparent strengths and weaknesses of each step during the program(s) implementation?
- 5. How did the school obtain the necessary buy-in from all stakeholders to implement the program(s)?
- 6. What were the perceptions of the staff? What tool(s) did the school use to measure the staff's perceptions?

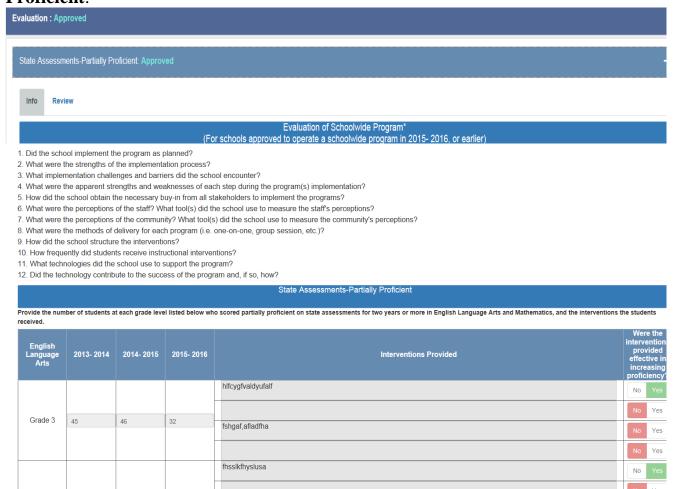
- 7. What were the perceptions of the community? What tool(s) did the school use to measure the community's perceptions?
- 8. What were the methods of delivery for each program (i.e., one-on-one, group session, etc.)?
- 9. How did the school structure the interventions?
- 10. How frequently did stuents receive instructional interventions?
- 11. What technologies did the school use to support the program(s)?
- 12. Did the technology contribute to the success of the program(s) and, if so, how?

Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of each Evaluation panel screen:

- State Assessments Partially Proficient;
- Non-Tested Grades Alternative Assessments; and
- Evaluation of Interventions and Strategies.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

Evaluation of 2016-2017 Student Performance: State Assessments – Partially Proficient:



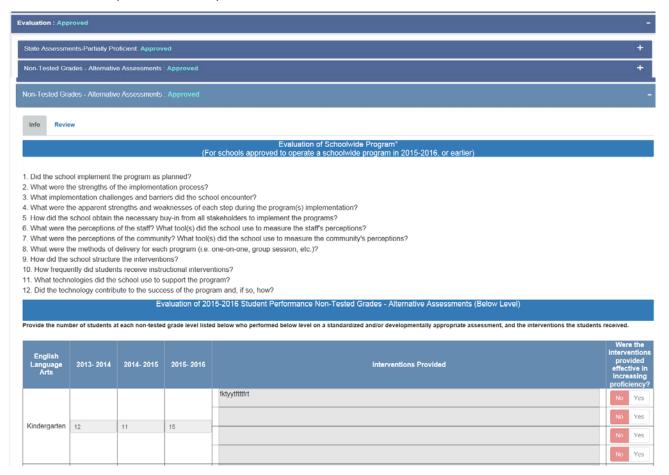
Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of this 'Evaluation' panel screen:

To enter data in this panel screen, please follow the below listed steps:

- 1. Enter the number of students who scored partially proficient on State assessments for two (2) years or more in English Language Arts for each applicable Grade Level. This data is entered under the columns labeled '2014-2015,' '2015-2016,' and/or '2016-2017.'
- 2. Enter the associated Interventions that were provided in English Language Arts for each Grade Level in which information was provided under Step 1.
- 3. Click 'YES' or "No,' to designate whether the interventions provided were effective in increasing proficiency in English Language Arts for each Grade Level in which information was provided under Step 1.
- 4. Enter the number of students who scored partially proficient on State assessments for two (2) years or more in mathematics for each applicable Grade Level. This data is entered under the columns labeled '2014-2015,' '2015-2016,' and/or '2016-2017.'

- 5. Enter the associated Interventions that were provided in mathematics for each Grade Level in which information was provided under Step 4.
- 6. Click 'YES' or "No,' to designate whether the interventions provided were effective in increasing proficiency in mathematics for each Grade Level in which information was provided under Step 4.
- 7. Click the 'Save' button.
- 8. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Evaluation of 2016-2017 Student Performance: Non-Tested Grades – Alternative Assessments (Below Level):



Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of this 'Evaluation' panel screen:

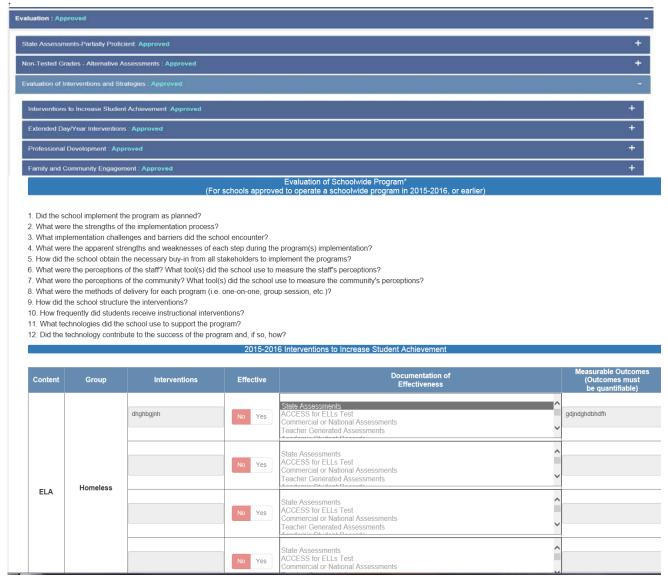
To enter data for this panel screen, please follow the below listed steps:

- 1. Enter the number of students at each non-tested Grade level who performed below level on a standardized and/or developmentally appropriate assessment. This data is entered under the columns labeled '2014-2015,' '2015-2016,' and/or '2016-2017.'
- 2. Enter the associated Interventions that were provided in English Language Arts for each non-tested Grade Level in which information was provided under Step 1.
- 3. Click 'YES' or "No," to designate whether the interventions provided were effective in increasing proficiency in English Language Arts for each non-tested Grade Level in which information was provided under Step 1.
- 4. Enter the number of students at each non-tested Grade Level who performed below level on a standardized and/or developmentally appropriate assessment. This data is entered under the columns labeled '2014-2015,' '2015-2016,' and/or '2016-2017.'

- 5. Enter the associated Interventions that were provided in mathematics for each non-tested Grade Level in which information was provided under Step 4.
- 6. Click 'YES' or "No,' to designate whether the interventions provided were effective in increasing proficiency in mathematics for each non-tested Grade Level in which information was provided under Step 4.
- 7. Click the 'Save' button.
- 8. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

For assistance with logins and/or access to the Title I Schoolwide Plan Application Management System, contact the NJDOE Information Technology Help Desk at: doeit@doe.state.nj.us.

Evaluation of Interventions and Strategies (for 2016-2017): Interventions to Increase Student Achievement



Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of this 'Evaluation' panel screen.

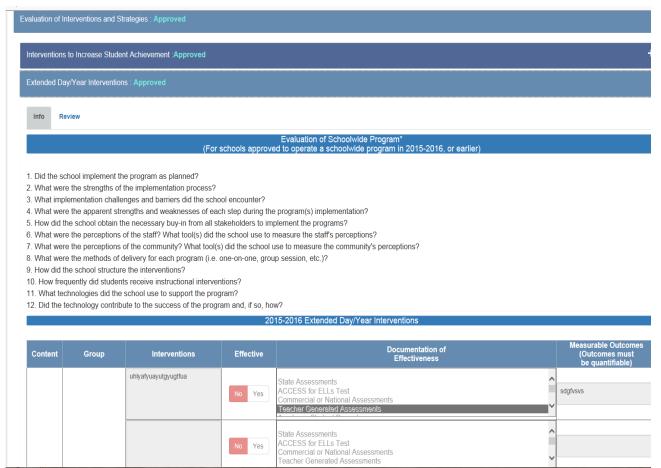
Please Note: The subgroups that appear under the column labeled **'Group,'** are pre-populated from the data checked in the **'Contact Information'** screen. In order to change this information, please return to the 'Contact Information' panel screen, and select different subgroups.

In order to enter information in this screen panel, please follow the below listed steps:

- 1. In the column labeled 'Interventions,' enter the specific intervention(s) that were utilized to increase student achievement in English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Group.'
- 2. In the column labeled 'Effective,' select 'YES' or 'NO.'

- 3. In the column labeled 'Documentation of Effectiveness,' select the type of documentation that was utilized to determine whether the intervention was effective.
- 4. In the column labeled 'Measurable Outcomes,' enter the specific outcomes (must be quantifiable) for the listed intervention(s).
- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Extended Day/Year Interventions:



Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of this 'Evaluation' panel screen.

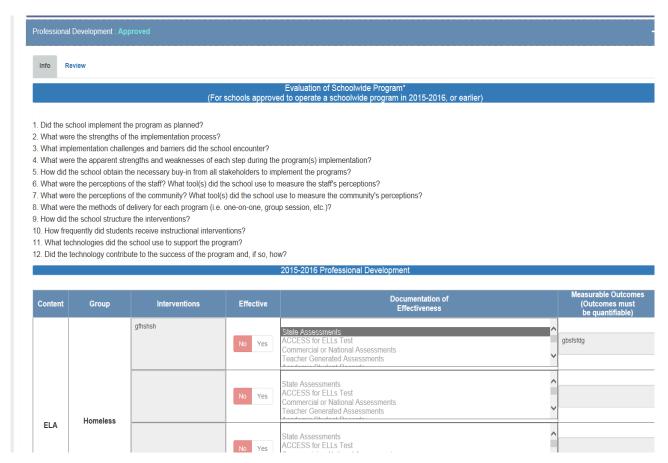
Please Note: The subgroups that appear under the column labeled **'Group,'** are pre-populated from the data checked in the **'Contact Information'** screen. In order to change this information, the user must return to the 'Contact Information' panel screen and select different subgroups.

In order to enter information in the screen above, please follow the below listed steps:

- 1. In the column labeled 'Interventions,' enter the specific intervention(s) that were utilized to enhance professional development in the content areas of English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Group.'
- 2. In the column labeled **'Effective,'** select 'YES' or 'NO.'
- 3. In the column labeled 'Documentation of Effectiveness,' select the type of documentation that was utilized to determine whether the intervention was effective.
- 4. In the column labeled 'Measurable Outcomes,' select 'YES' or 'No.'

- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Professional Development:



Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of this 'Evaluation' panel screen.

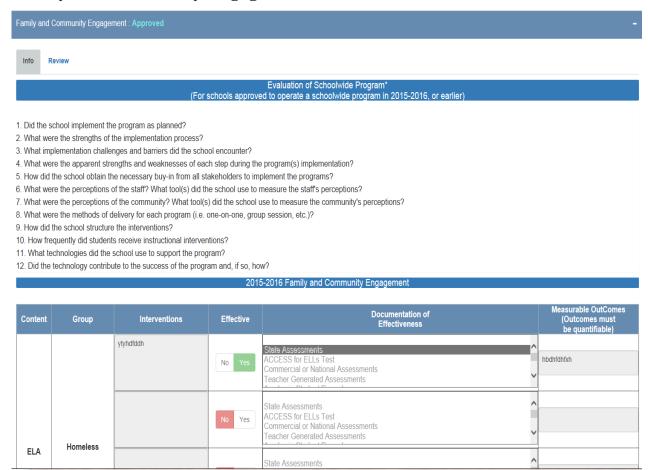
Please Note: The subgroups that appear under the column labeled **'Group,'** are pre-populated from the data checked in the **'Contact Information'** screen. In order to change this information, please return to the 'Contact Information' panel screen and select different subgroups.

In order to enter information in the screen above, please follow the below listed steps:

- 1. In the column labeled 'Interventions,' enter the specific intervention(s) that were utilized to enhance professional development in the content areas of English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Group.'
- 2. In the column labeled 'Effective,' select 'YES' or 'NO.'
- 3. In the column labeled 'Documentation of Effectiveness,' select the type of documentation that was utilized to determine whether the intervention was effective.
- 4. In the column labeled 'Measurable Outcomes,' enter the specific outcomes (must be quantifiable) for the listed intervention(s).

- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Family and Community Engagement:



Please Note: The user is not required to provide answers to these 12 questions in the Title I Schoolwide Plan. Rather, the user is to consider the 12 questions listed above in the completion of this 'Evaluation' panel screen.

Please Note: The subgroups that appear under the column labeled 'Group,' are pre-populated from the data checked in the 'Contact Information' screen. In order to change this information, please return to the 'Contact Information' panel screen and select different subgroups.

In order to enter information in the panel screen above, please follow the below listed steps:

- 1. In the column labeled 'Interventions,' enter the specific intervention(s) that were utilized for family and community engagement in the content areas of English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Group.'
- 2. In the column labeled 'Effective,' select 'YES' or 'NO.'
- 3. In the column labeled '**Documentation of Effectiveness**,' select the type of documentation that was utilized to determine whether the intervention was effective.
- 4. In the column labeled 'Measurable Outcomes,' enter the specific outcomes (must be quantifiable) for the listed intervention(s).

- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

Reform Strategies

ESEA §1114(b)(1)(B)(i-iii): Components of a Schoolwide Program stipulates that "A schoolwide program shall include (i) Schoolwide reform strategies that provide opportunities for all children to meet the State's proficient and advanced levels of student academic achievement described in §1111(b)(1)(D); (ii) Use effective methods and instructional strategies that are based on scientifically based research; and (iii) Include strategies to address the needs of all children in the school, but particularly the needs of low-achieving children and those at risk of not meeting the State student academic achievement standards who are members of the target population of any program that is included in the schoolwide program..."

2017-2018 Interventions to Increase Student Achievement:

The information on this panel screen details how the selected reform strategies will strengthen the core academic program in the school.

Reform Strategies: Approved									
2016-2017 Interventions to Address Student Achievement : Approved									
2016-2017 Extended Day/Year Interventions to Address Student Achievement : Approved									
2016-2017 PD to Address Student Achievement and Priority Problems : Approved									
Reform Strategies: Approved									
2016-2017 Interventions to Address Student Achievement : Approved									
Info	Info Review								
	2016-2017 Interventions to Address Student Achievement								
Content Area Focus		Name(s) of Interventions(s)	Person Responsible		Indicators of Success (Measurable Evaluation Outcomes)	Research Supporting Intervention(s) (i.e, IES Practice Guide or What) Works Clearinghouse			
	Homeless	fsshshj	Administrator Instructional Staff Non-Instructional Staff	_ ^	xghghfghlsuighak	fgvuhjhighi			
			Administrator Instructional Staff Non-Instructional Staff	^ V					
ELA			Administrator Instructional Staff Non-Instructional Staff	^ ~					
			Administrator Instructional Staff Non-Instructional Staff	^ V					
		hssgusguisisgl	Administrator Instructional Staff Non-Instructional Staff	^	hstusgisgisigsuih	hshjhshskjhhksjufbhgjkhuighiudhyilfduyhbfigjfihfi ^ gudgyuifhgjfhgbjfhgbjfhjfhbyiyfghjfbhjfhjdhgjuygi V			
			Administrator	^					

Please Note: The subgroups that appear under the column labeled 'Target Population(s),' are pre-populated from the data checked in the 'Contact Information' screen. In order to change this information, please return to the 'Contact Information' panel screen and select different subgroups.

In order to enter information in this panel screen, please follow the below listed steps:

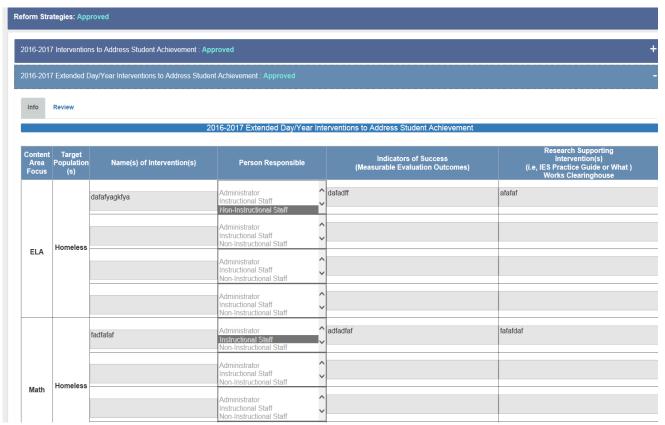
- 1. In the column labeled 'Name(s) of Intervention(s),' enter the exact name of the intervention that was utilized to increase student achievement in English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Target Population(s).'
- 1. In the column labeled 'Person Responsible,' please select all appropriate stakeholder representatives by highlighting each applicable category (i.e., Administrator, Instructional Staff, etc.). To select more than one category, click and hold the Control (CTRL) key on the computer keyboard while simultaneously clicking the mouse button (Select).
- 2. In the column labeled 'Indicators of Success,' enter specific information on how the school will measure the success of the named intervention.
- 3. In the column labeled 'Research Supporting Intervention(s),' enter the name(s) of the exact research that was used to support the selection and implementation of the named intervention.
- 4. Click the 'Save' button.
- 5. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

2017-2018 Extended Day/Year Interventions to Address Student Achievement:

ESEA §1114(b)(1)(B) "increase the amount and quality of learning time, such as providing an <u>extended school year and before- and after-school and summer programs and opportunities</u>, and help provide an enriched and accelerated curriculum."

The information on this panel screen details how the selected reform strategies will be used to address student achievement through extended learning time and out of school year programs.



Please Note: The subgroups that appear under the column labeled 'Target Population(s),' are prepopulated from the data checked in the 'Contact Information' screen. In order to change this information, please return to the 'Contact Information' panel screen and select different subgroups.

In order to enter information in this panel screen, please follow the below listed steps:

- 1. In the column labeled 'Name(s) of Intervention(s),' enter the exact name of the intervention that was utilized to increase student achievement in English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Target Population(s).'
- 2. In the column labeled 'Person Responsible,' please select all appropriate stakeholder representatives by highlighting each applicable category (i.e., Administrator, Instructional Staff, etc.). To select more than one category, click and hold the Control (CTRL) key on the computer keyboard while simultaneously clicking the mouse button (Select).

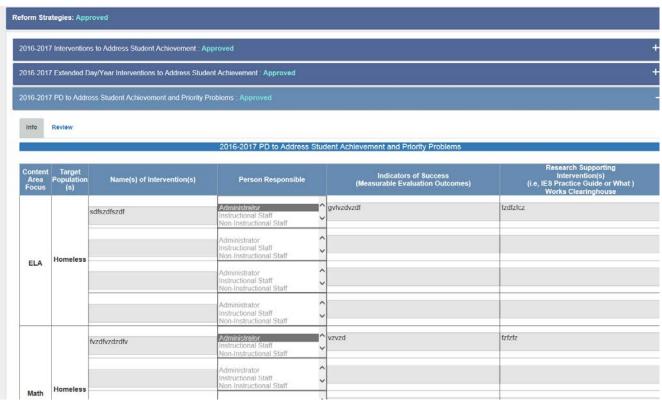
- 3. In the column labeled 'Indicators of Success,' enter specific information on how the school will measure the success of the named intervention.
- 4. In the column labeled 'Research Supporting Intervention(s),' enter the name(s) of the exact research that was used to support the selection and implementation of the named intervention.
- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

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2017-2018 Professional Development to Address Student Achievement and Priority Problems:

ESEA §1114(b)(1)(D): "In accordance with §1119 and subsection (a)(4), <u>high-quality and ongoing professional development</u> for teachers, principals, and paraprofessionals and, if appropriate, pupil services personnel, parents, and other staff to enable all children in the school to meet the State's student academic achievement standards."

The information on this panel screen details how the selected reform strategies will be used to address student achievement through implemented professional development strategies.



Please Note: The subgroups that appear under the column labeled 'Target Population(s),' are prepopulated from the data checked in the 'Contact Information' screen. In order to change this information, please return to the 'Contact Information' panel screen and select different subgroups.

In order to enter information in this panel screen, please follow the below listed steps:

- 1. In the column labeled 'Name(s) of Intervention(s),' enter the exact name of the intervention that was utilized to increase student achievement in English Language Arts (ELA) and math for each listed subgroup that appears under the column labeled 'Target Population(s).'
- 2. In the column labeled 'Person Responsible,' please select all appropriate stakeholder representatives by highlighting each applicable category (i.e., Administrator, Instructional Staff, etc.). To select more than one category, click and hold the Control (CTRL) key on the computer keyboard while simultaneously clicking the mouse button (Select).
- 3. In the column labeled 'Indicators of Success,' enter specific information on how the school will measure the success of the named strategy.

- 4. In the column labeled 'Research Supporting Intervention(s),' enter the name(s) of the exact research that was used to support the selection and implementation of the named strategy.
- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, then click the 'Finish' button.

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2017-2018 Family and Community Engagement:

ESEA §1114 (b)(1)(F): "Strategies to increase parental involvement in accordance with §1118, such as family literacy services."

Research continues to demonstrate that successful schools have significant and sustained levels of family and community engagement. As a result, schoolwide plans must contain strategies to involve families and the community especially in helping children do well in school. In addition, families and the community must be involved in the planning, implementation, and evaluation of the schoolwide program.

The following ten (10) listed questions must be taken into account as the Stakeholder/Schoolwide Committee decides upon the appropriate family and community engagement strategies to include in the school's 'Current Year' 2017-2018 Title I Schoolwide Plan:

- 1. How will the school's family and community engagement program help to address the Priority Problems identified in the Comprehensive Needs Assessment?
- 2. How will the school engage parents in the development of the written parent involvement policy?
- 3. How will the school distribute its written parent involvement policy?
- 4. How will the school engage parents in the development of the school-parent compact?
- 5. How will the school ensure that parents receive and review the school-parent compact?
- 6. How will the school report its student achievement data to families and the community?
- 7. How will the school inform families and the community of the school's disaggregated assessment results?
- 8. How will the school involve families and the community in the development of the Title I Schoolwide Plan?
- 9. How will the school inform families about the academic achievement of their child/children?
- 10. On what specific strategies will the school use its 2016-2017 parent involvement funds?

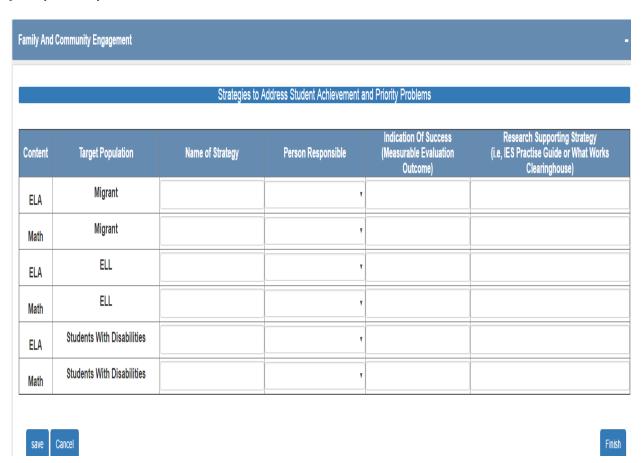
Please Note: The user is not required to provide answers to these 10 questions. Rather, the user is to consider the 10 questions listed above in the completion of the Family and Community Engagement screen panel.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

Family and Community Engagement

2017-2018 Family and Community Engagement: Strategies to Address Student Achievement and Priority Problems:

ESEA §1114 (b)(1)(F): "Strategies to increase parental involvement in accordance with §1118, such as family literacy services."



Please Note: The subgroups that appear under the column labeled **'Target Population'** are pre-populated from the data checked in the **'Contact Information'** panel screen. In order to change this information, please return to the 'Contact Information' panel screen, and select different subgroups.

In order to enter information in the screen above, please follow the steps below:

1. In the column labeled 'Name of Strategy,' enter the exact name of the strategy that was utilized to increase student achievement in English language arts (ELA) and math through implementation of family and community engagement strategies for each listed subgroup that appears under the column labeled 'Target Population.'

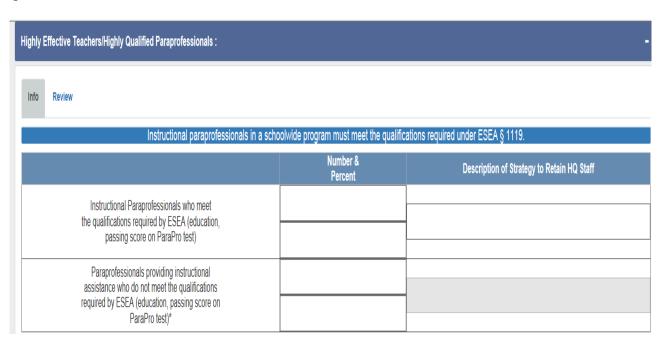
- 2. In the column labeled 'Person Responsible,' please select all appropriate stakeholder representatives by highlighting each applicable category (i.e., Administrator, Instructional Staff, etc.). To select more than one category, click and hold the Control (CTRL) key on the computer keyboard while simultaneously clicking the mouse button (Select).
- 3. In the column labeled 'Indicators of Success,' enter specific information on how the school will measure the success of the named strategy.
- 4. In the column labeled 'Research Supporting Strategy,' enter the name(s) of the exact research that was used to support the selection and implementation of the named strategy.
- 5. Click the 'Save' button.
- 6. When no further data entries are needed, click the 'Finish.' button. Upon this action, the system will validate all information on the screen panel. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, then click the 'Finish' button.

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Highly Effective Teachers/Highly Qualified Paraprofessionals

ESSA §1112 (e)(1)(A)(i)(I-III) and (ii) Parents Right-to Know: Information for Parents:

At the beginning of each school year, a local educational agency (LEA) shall notify the parents of each student attending a Title I-funded school that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers and/or instructional paraprofessionals. **Please Note**: In a school authorized to operate a Title I Schoolwide Program, **ALL** paraprofessionals **MUST BE** highly qualified.



In order to enter information in the 'Paraprofessional' portion of this panel screen, please follow the below listed steps:

- 1. Enter the number and percent of instructional paraprofessionals who meet the qualifications required by *ESEA* in the column labeled '**Number & Percent**.'
- 2. In the column labeled 'Description of Strategy to Retain HQ Staff,' enter a detailed description of the strategy/strategies the school will utilize to retain the highly qualified paraprofessionals in the Title I Schoolwide school.
- 3. Enter the number and percent of paraprofessional providing instructional assistance who do not meet the qualifications required by *ESEA* in the column labeled '**Number & Percent**.'
- 4. In the column labeled 'Description of Strategy to Retain HQ Staff, enter a detailed description of the strategy/strategies the school will utilize to ensure all paraprofessionals in the Title I Schoolwide school attain Highly Qualified status.
- 5. Upon the completion of all paraprofessionals entries, click the 'Save' button.

Although recruiting and retaining effective teachers is an on-going challenge in high poverty schools, low-performing students in these schools have a special need for excellent teachers. The schoolwide plan, therefore, must describe the strategies the school will utilize to attract and retain effective teachers.

Information that should be considered when addressing whether a student's teacher meets the 'Highly Effective Teachers' requirement includes, at a minimum, the following:

- The teacher holds the appropriate State qualifications and licensing criteria for the grade levels and subject areas in their given position.
- The teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- The teacher is teaching in the field of discipline of that teacher's certification.
- The teacher continues learning through professional development activities.
- The teacher is evaluated each year to ensure their instructional skills remain at the highest possible level.



In order to enter information in the 'Highly Effective Teachers' portion of this panel screen, please follow the below listed steps:

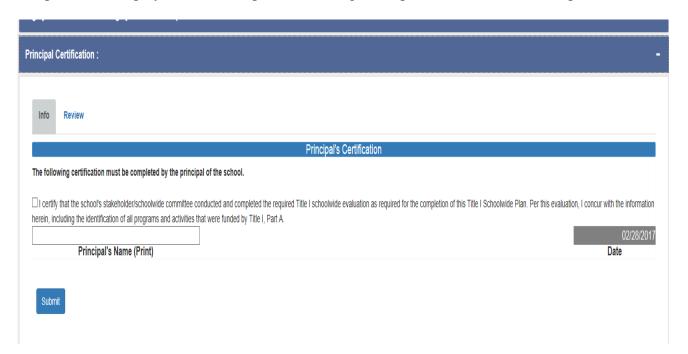
- 1. Enter a detailed description of the strategies the school will utilize to recruit and retain highly effective teachers to the school under the column labeled 'Description of strategies to attract effective teachers to high-need schools.'
- 2. Under the column labeled 'Individuals Responsible,' list ALL persons who are responsible for the recruitment and retention of highly effective teachers in the school.
- 3. Click the 'Save' button.

4. When no further data entries are needed in the 'Paraprofessional' and 'Highly Effective Teachers' portions of this panel screen, click the 'Finish.' button. Upon this action, the system will validate all information on the panel screen. If revisions are needed, a validation message will appear on the screen instructing the user to the type(s) of changes to make in the data entries. The user must make these revisions, click the 'Save' button, and click the 'Finish' button.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

Principal Certification

The principal of the school submitting its Title I Schoolwide Plan must certify that all panel screens are completed and display as 'Finished' prior to entering the required information on this panel screen.



In order to enter information in the 'Principal Certification' panel screen, please follow the below listed steps:

- 1. The principal of the school submitting a Title I Schoolwide Plan must read the certification statement displayed on the panel screen.
- 2. The principal places a checkmark in the 'Certification Box' as an attestation of agreement with the certification statement displayed on this panel screen.
- 3. The principal enters their name in the textbox marked '**Principal's Name**.' The principal's name must appear in a non-cursive format. **Please Note**: The '**Date'** box will update automatically upon the principal placing a checkmark in the '**Certification Box**' and entering s their name in the '**Principal's Name**' box.
- 4. Upon completing the '**Principal Certification**' panel screen, and ensuring all preceding panel screens display as '**Finished**,' click the '**Submit**' button. The Title I Schoolwide Plan then is ready for review by the district's chief school administrator before final submission to the New Jersey Department of Education.

For assistance in completing the Title I, Part A Schoolwide Plan Application, please contact the Schoolwide Plan Help Desk at: swp.help@doe.state.nj.us.

For assistance with logins and/or access to the Title I Schoolwide Plan Application Management System, contact the NJDOE Information Technology Help Desk at: doeit@doe.state.nj.us.